

Using "Recent" Places

Recent Documents & Recent Places

The **Recent Documents & Recent Places** panel appears in Word 2010, Excel 2010, and PowerPoint 2010. There are a few things you can do to customize the **Recent Documents & Recent Places** panel. You can:

Pin locations (always keep these locations in the list)

Unpin locations

Selectively remove locations

Clear all unpinned locations

To Get Started

Click the **File** tab

A blue ribbon button with the word "Recent" in white text.

Click the **Recent** option:

To Pin a Location to the List



Click the **Pin** button next to location name

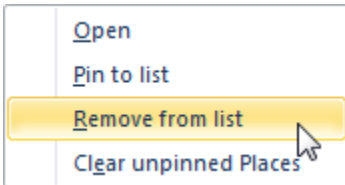
To Unpin a Location from the List



Click the **Pin** button next to location name

To Selectively Remove a Location

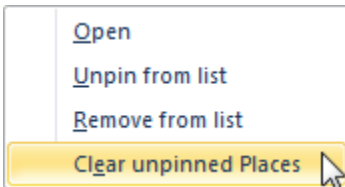
Right-click the location you want to remove



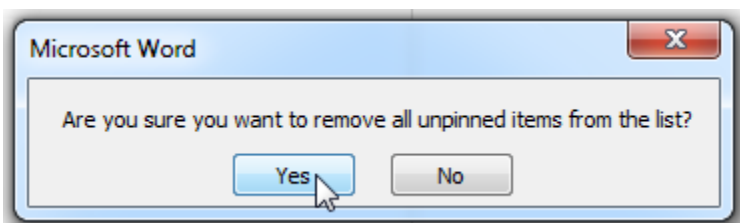
Select **Remove from list** (This option is available even if the location is pinned to the list)

To Clear All Unpinned Locations

Right-click any location on the **Recent Places** list



Select **Clear unpinned Places** (If you want to remove all the locations in the list, make sure none of the locations are pinned.)



Click **Yes** This will clear all the unpinned locations from your **Recent Places** list.
You can use the same techniques to customize the *Recent Documents*, *Recent Workbooks*, and *Recent Presentations* lists in Word, Excel, and PowerPoint.